



Job Description: Teaching Assistant

Job Title: Teaching Assistant (TA)

Salary/Grade: NJC D2 (point 4-11), £21,189 to £24,054 (FTE), Term Time Only (equivalent to 43.6 weeks)

Working Hours: 8.30-3.30, 30 hours per week. Applicants seeking part time hours will be considered.

Reporting to: Class teacher and Phase Leader

Role Type: Permanent, term time only (38 weeks per year)

Main Purpose of the Role

To work under the direct instruction and guidance of teaching staff and the Leadership Team, providing robust support for teaching and learning. The Teaching Assistant will help raise standards of achievement for all pupils, encourage independent learning and support the inclusion of pupils with Special Educational Needs and Disabilities (SEND).

The post-holder will actively respect, uphold and promote the distinct Christian ethos and values of St Mary's Island Church of England Primary School in all aspects of their work.

Key Responsibilities *(Aligned with the Professional Standards for Teaching Assistants)*

Personal and Professional Conduct

- **School Ethos:** Actively uphold, respect, and model the Christian vision and values of St Mary's Island C of E Primary School, integrating these into daily interactions with pupils, staff and parents.
- **Role Model:** Demonstrate positive attitudes, values, and behaviours, forging positive professional relationships with pupils, colleagues and parents.
- **Safeguarding:** Have proper and professional regard for the ethos, policies and practices of the school, maintaining high standards in attendance and punctuality. Strictly adhere to all statutory safeguarding, child protection and health and safety policies.
- **Confidentiality:** Maintain strict confidentiality regarding all matters relating to pupils, staff and the wider school community.

Knowledge and Understanding

- **Curriculum Support:** Develop an understanding of the school's curriculum and the relevant statutory frameworks (e.g., the National Curriculum or EYFS).
- **Understanding Pupils:** Share responsibility for ensuring that own knowledge and understanding is relevant and up to date, particularly regarding the specific needs (including SEND) of the children being supported.

- **Specialist Interventions:** Acquire and apply specialist knowledge to support pupil progression, utilising school-provided training to deliver targeted interventions (e.g., phonics, mathematics catch-up).

Teaching and Learning

- **Classroom Facilitation:** Assist the class teacher with the planning and delivery of engaging learning activities, ensuring the classroom environment is prepared, safe and stimulating.
- **Fostering Independence:** Promote, support and facilitate inclusion, encouraging pupils to take responsibility for their own learning and interact positively with their peers.
- **Feedback and Assessment:** Monitor pupil progress against lesson objectives, providing accurate, constructive and timely feedback to both the pupil and the class teacher.
- **Behaviour Management:** Use effective behaviour management strategies in line with the school's behaviour policy, contributing to a purposeful learning environment.

Working with Others

- **Collaboration:** Work in collaborative partnership with teachers and the wider team, recognising and respecting roles and responsibilities and feeding into the school development plan.
- **Communication:** Communicate effectively and sensitively with pupils, parents and carers, reflecting the welcoming and inclusive Christian community of the school.
- **Multi-Agency Working:** Work collaboratively with external professionals and agencies (e.g., speech and language therapists, educational psychologists) to support pupil development.

Person Specification

Category	Criteria	Essential	Desirable
Qualifications & Training	NVQ Level 2 (or equivalent) in a relevant subject	✓	
	Good standard of general education (GCSE English and Maths at grade C/4 or above)	✓	
	NVQ Level 3 in Teaching & Learning		✓
	First Aid training/certification		✓
Experience	Experience working with or caring for children of primary school age	✓	
	Experience supporting children with SEND		✓
	Experience running small group interventions		✓
Skills & Knowledge	Ability to build effective working relationships with pupils and adults	✓	
	Good understanding of basic learning processes and child development	✓	
	Strong communication and organisational skills	✓	
	Knowledge of specific learning programs (e.g., Read Write Inc, White Rose Maths)		✓
Personal Skills & Attributes	Commitment to upholding and actively promoting the Church of England ethos and values of the school	✓	
	Absolute commitment to safeguarding and child protection	✓	
	Patience, empathy and a calm demeanour when working with children	✓	
	Proactive, adaptable and willing to take initiative in the classroom	✓	
	Desire to pursue further professional development		✓

	Strong verbal communication skills in order to speak and listen appropriately and effectively to the team, children and families.	✓	
	Digital literacy and ability to use the Microsoft suite, or a willingness to learn.	✓	